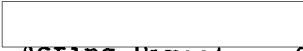


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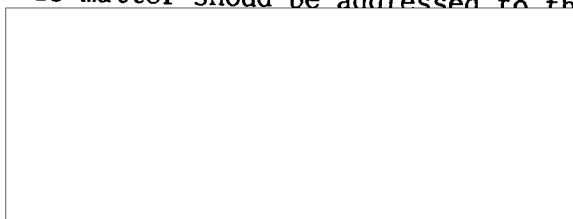
MEMORANDUM FOR: Director of Information Technology

FROM: 
Acting Director of Personnel

SUBJECT: Local Area Network Connection

1. Your office is currently supporting an Office of Personnel local area network (LAN) that provides direct service to one branch within Central Travel Services (CTS). This LAN will be expanded to include a second CTS branch when our move into the New Headquarters Building is completed. The LAN expansion will require host connectivity for approximately 60 Office of Personnel terminals, since both branches will be actively using the LAN. This memorandum is to formally request your assistance in providing this service.

2. Any questions concerning this matter should be addressed to the Office of Personnel's Executive Officer,



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